

CREATE A JOB/RECRUIT REQUISITION

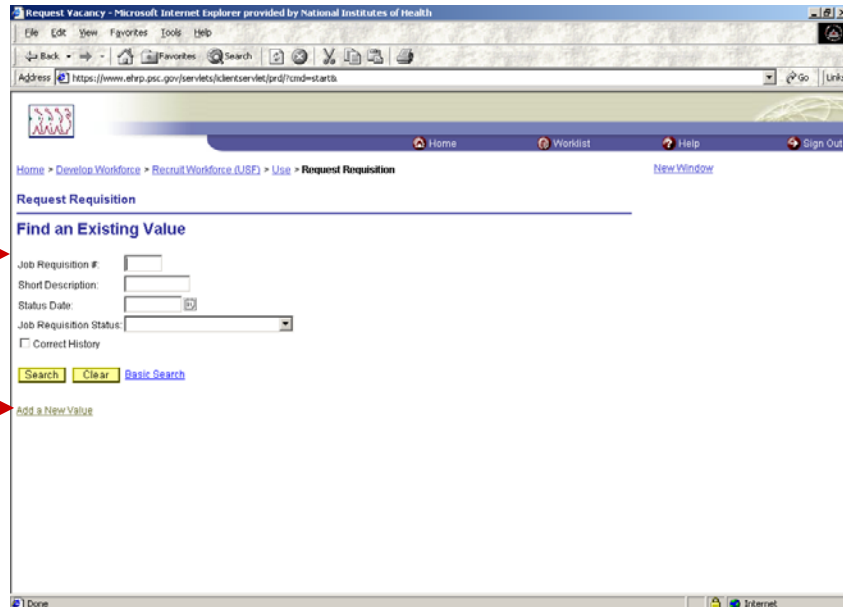
Administrative / Management Office: *Initiating the Job Requisition*

1. Go to: Home > Develop Workforce > Recruit Workforce (USF) > Use > Request Requisition
 - a. Leave Job Requisition Number blank (the job requisition number is auto-generated by the EHRP system when the request is saved)
 - b. Click the "Add a New Value" hyperlink at the bottom of the page

1.

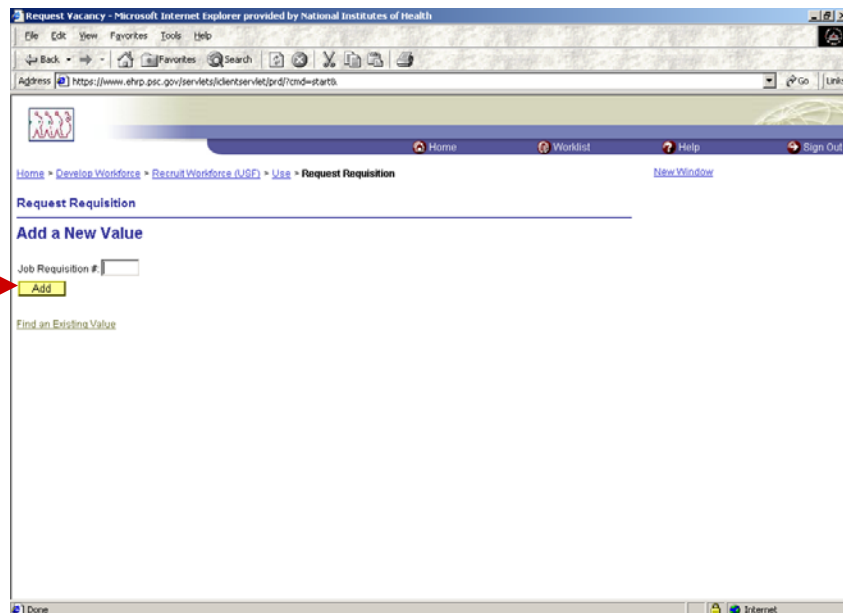
a. Leave 'Job Requisition Number' blank

b. Click 'Add New Value' hyperlink



2. Click on "Add"

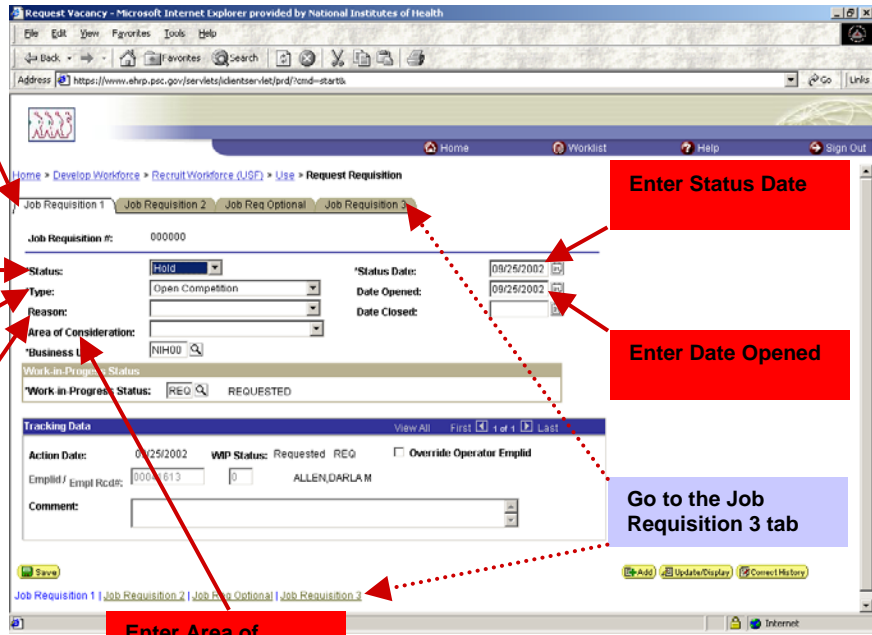
2. Click 'Add'



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3. The Job Requisition 1 Tab appears

- Enter Status – Leave default of 'Hold'
- Enter Status Date – Leave default of Current Date
- Enter Type - NIH will use the following Type values:
'Both (Internal/External)' = Merit Promotion and All Sources
'Merit Promotion' = Merit Promotion only
'Open Competition' = All Sources only
- Enter Date Opened = Date job requested
- Enter Reason - Use any appropriate value except 'New Authorization' which will not be used at NIH
- Enter Area of Consideration - NIH will use the following Area of Consideration values:
'Agency' = DHHS
'External Government' = All sources within the commuting area
'Federal Government' = Status only
'Nationwide' = All sources nationwide
'Sub-Agency' = NIH-wide
**Note: IC-wide area of consideration should be indicated in the comments section*
- Go to the Job Requisition 3 Tab



The screenshot shows the 'Request Vacancy' web application in Microsoft Internet Explorer. The 'Job Requisition 1' tab is active. Annotations with red arrows point to various fields:

- 3. Job Requisition 1 Tab**: Points to the 'Job Requisition 1' tab.
- a. Enter Status (see list above)**: Points to the 'Status' dropdown menu.
- c. Enter Type (see list above)**: Points to the 'Type' dropdown menu.
- e. Enter Reason (DO NOT USE 'New Authorization' value)**: Points to the 'Reason' dropdown menu.
- b. Enter Status Date**: Points to the 'Status Date' text box.
- d. Enter Date Opened**: Points to the 'Date Opened' text box.
- f. Enter Area of Consideration (see list above)**: Points to the 'Area of Consideration' dropdown menu.
- g. Go to the Job Requisition 3 tab**: Points to the 'Job Requisition 3' tab.

The form fields visible include: Job Requisition #: 000000, Status: Hold, Type: Open Competition, Reason: , Area of Consideration: Business Unit, Status Date: 09/25/2002, Date Opened: 09/25/2002, Date Closed: , Work in Progress Status: REQUESTED, Action Date: 09/25/2002, WMP Status: Requested REQ, Override Operator Emplid: , Emplid: 0000613, Empl Rcd: 0, ALLEN,DARLA M, Comment: .

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4. On the Job Requisition 3 Tab

- Enter the 'Recruiting Office' - Administrative Code of Position
Click on the magnifying glass to look up and select the appropriate Admin code. BE SURE to enter the entire Admin Code in the department field and then select 'lookup'.
- Enter the 'Selecting Official' (Selecting Official's EMPLID #)
**Note: You may click on the magnifying glass to search for the appropriate employee by name*
- Enter Position Title, Series and Grade into the Remarks field (and any other pertinent remarks)
- Return to the Job Requisition 1 Tab

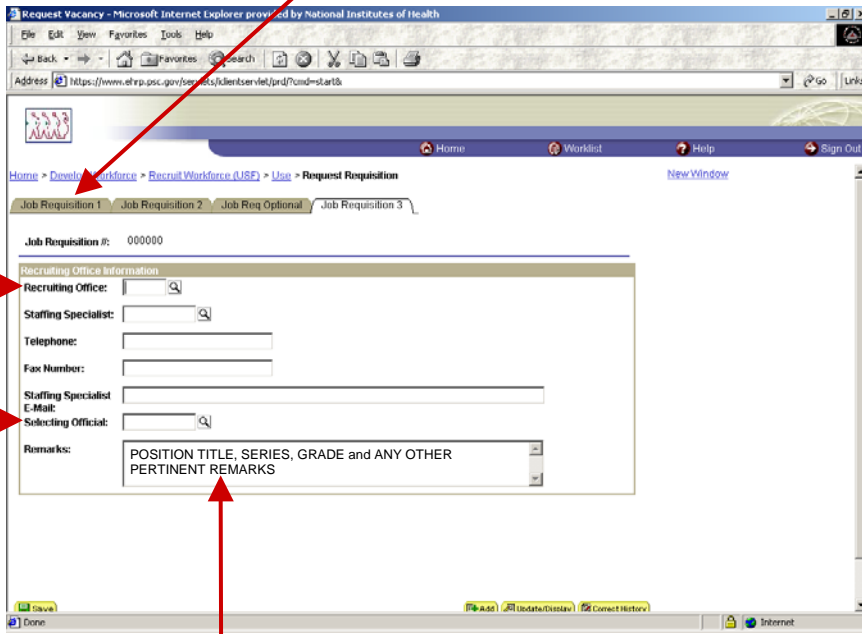
4.

d. Return to Job Requisition 1 Tab

a. Enter the Recruiting Office

b. Enter the Selecting Official (EMPLID #)

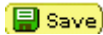
c. Enter Remarks



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5. Back on the Job Requisition 1 Tab

- Change Work-in-Progress Status
- Click 'SAVE'



This will take you to the 'Route To' page

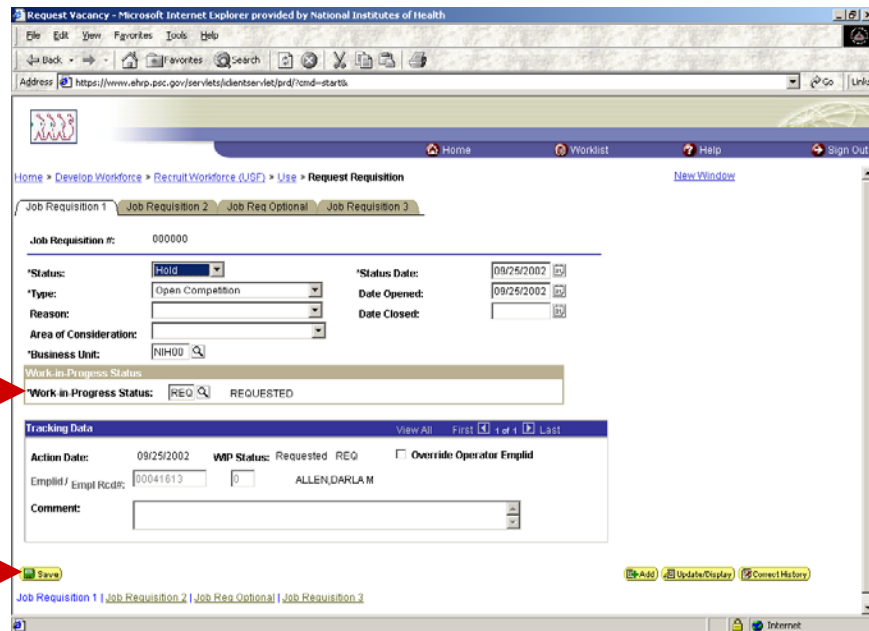
5.

a.

Change the WIP Status

b.

Click Save





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- c. Click on 'Route To' button
- d. Select the 'Route To' person
- e. If all the names are not there, Click 'View All' to see additional names
- f. Click 'OK'

Note: The tracking data is available on the bottom of the Job Requisition 1 Tab and can be viewed at any time during the requisition process. **You should note the requisition number after saving.*

Home > [Administer the Workforce](#) > [Administer the Workforce \(USF\)](#) > [Use](#) > Supervisor Request

Route to Next Empl ID

Status Date:	09/24/2002	Proposed Effective Date:	09/24/2002
Transaction/Sequence:	1 1	Not to Exceed Date:	
Action:	POS Position Change	Par Status:	REQ Requested
Reason:	REO Reorganization/Restructure		

The status of this data requires you to specify the employee to whom to next route the data.
Choose an Employee ID below.

Routing Based on: Route for 1st Review

Route to Next:
Click the button for a list of those to whom the job request should be routed.

Route To: [View All](#) First 1 of 1 Last

<input type="checkbox"/>	2002	Springs, Thomas B
<input type="checkbox"/>	0083	Tyson, Ronald L

Click 'OK'

Click 'Route To'

Click 'OK'

Click 'OK'

Click 'OK'